

**SPRING 2008**

# *Test Coordinator's Manual*

# Arizona's

*Instrument to Measure Standards  
Dual Purpose Assessment • High School*

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Test Coordinator's Name



**CTB  
McGraw-Hill**

**AIMS DPA  
AIMS HS**



20580-W

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*The Arizona Department of Education gratefully acknowledges the work of hundreds of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.*

# Introduction

Arizona's Instrument to Measure Standards (AIMS) is administered by the Arizona Department of Education (ADE) each spring. AIMS measures what students know and are able to do in the content areas of writing, reading, mathematics, and science. Each AIMS test is aligned to the corresponding grade level of the *Arizona Academic Content Standards*. Students will receive test reports with specific information detailing their progress toward meeting the standards. Schools will receive test reports with information on students' progress that can be used to correct weaknesses in their curriculum and instructional strategies.

AIMS Dual Purpose Assessment (AIMS DPA) is administered to students in Grades 3 through 8 in the content areas of writing, reading, and mathematics. In addition, this year for the first time, students in Grades 4 and 8 will be administered a science test. AIMS DPA includes an embedded *TerraNova* norm-referenced test in the content areas of reading, language arts, and mathematics. The test reports will also include *TerraNova* results.

AIMS High School (AIMS HS) is administered to students for the first time in the spring of their second year of high school in the content areas of writing, reading, and mathematics. In Spring 2008, these three content areas will be administered to students in Cohort 2010 (generally tenth-graders). Some students in Cohorts 2009, 2008, or lower (generally eleventh- and twelfth-graders) will also participate in the Spring 2008 administration. Passing all three content areas is a graduation requirement for most students.

Additionally, this year for the first time, there will be an AIMS HS science test. In Spring 2008, this test will be taken by students in Cohort 2011 (generally ninth-graders) and Cohort 2010 (generally tenth-graders) who are enrolled in a life science course that is aligned to Strands 1–4 of the Arizona Academic Content Standard for Science at the high school level. Students are not required to pass the science test in order to graduate from high school. For that reason, students will take the science test only once.

Each District or Charter Operator must designate a Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator. The Test Coordinator's Manual is written specifically for District Test Coordinators.

This Test Coordinator's Manual provides the instructions for the proper handling of test materials before, during, and after test administration. To ensure the correct administration of AIMS DPA and/or AIMS HS, District Test Coordinators must also refer to and use the *AIMS DPA Test Administration Directions* and/or the *AIMS HS Test Administration Directions*.

Schools with either Grade 2 or Grade 9 will also be administering the *TerraNova* Basic Battery. To ensure the correct handling of *TerraNova* test materials and the correct administration of *TerraNova*, District Test Coordinators must refer to and use the *TerraNova Test Coordinator's Manual* and the *TerraNova Directions for Teachers* (Level 12 for Grade 2 and Level 19 for Grade 9).

To ensure the correct administration of AIMS DPA, AIMS HS, and *TerraNova* to students with disabilities or to English language learners, District Test Coordinators must refer to and use the Arizona Department of Education document, *Testing Accommodations: Guidelines for 2007–2008*.

All the manuals listed above are available on the CD provided to District Test Coordinators at the mandatory Pre-Test Workshops held in January 2008.

## **Responsibilities of the District Test Coordinator**

The District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

### **Before Testing**

- ☐ attending a pre-test workshop;
- ☐ obtaining signed copies of the Test Security Agreement;
- ☐ submitting to ADE a copy of the Test Security Agreement signed by the District Superintendent or Charter Holder;
- ☐ scheduling testing activities within the district or charter schools;
- ☐ communicating the schedule to Test Administrators;
- ☐ providing training to Test Administrators on testing procedures;
- ☐ working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;
- ☐ following up on questions from Test Administrators by contacting either CTB/McGraw-Hill or the Arizona Department of Education;
- ☐ receiving materials from CTB/McGraw-Hill;
- ☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering extra materials;
- ☐ implementing and maintaining security procedures within the district/charter operator and school(s);

- ☐ communicating security procedures and responsibilities to Test Administrators;
- ☐ providing instructions regarding the use of the student bar code labels and completion of the student demographic data grid and accommodations and *Other Information* data boxes located on the inside front and back covers of the AIMS answer documents (Grade 3 test books); and
- ☐ arranging for a supply of commercially published paper dictionaries and commercially published paper thesauri to be available in testing rooms during the administration of the writing test **only**.

## **During Testing**

- ☐ monitoring assessment activities;
- ☐ checking out and checking in test materials to Test Administrators at the beginning and end of each day of the test administration. This includes collecting and counting all test books and answer documents and returning them to locked storage at the conclusion of each testing session; and
- ☐ maintaining an accurate inventory of all testing materials throughout the test administration window.

## **After Testing**

- ☐ completing the Group Information Sheets;
- ☐ completing the School/Group Lists;
- ☐ completing the Materials Inventory Sheets;
- ☐ reporting any testing incidents to the Arizona Department of Education State Test Coordinator;
- ☐ boxing materials for return shipping as instructed in this document; and
- ☐ ensuring all scorable and nonscorable test materials are shipped back to CTB/McGraw-Hill by the established due date.

## **Test Administration**

AIMS DPA and AIMS HS must be administered exactly as directed in the *AIMS DPA Test Administration Directions* and in the *AIMS HS Test Administration Directions*. District Test Coordinators must review these manuals, along with the *AIMS DPA/HS Test Coordinator's Manual*, well in advance of administering the tests and in advance of training School Test Coordinators and Test Administrators. What follows is a brief summary of some of the information included in the Test Administration Directions.

## AIMS DPA Test Administration Schedule

District Test Coordinators should develop the district-wide AIMS DPA testing schedule well in advance of the test administration. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians.

AIMS DPA Test Administration Dates			
Five days between Monday, April 7, 2008, and Friday, April 18, 2008			
Testing Day	Content Area	Grade(s)	Session(s)—Approximate Time
Day 1	Writing	3 4 and 5 6, 7, and 8	2 sessions—1 hr. ea. 2 sessions—1 hr. ea. 1 session—2 hours
Day 2	Reading Part 1 Mathematics Part 1	3–8 3–8	1 session—45–60 min. 1 session—45 min.
Day 3	Reading Part 2 Mathematics Part 2	3–8 3–8	1 session—45–60 min. 1 session—45 min.
Day 4	Reading Part 3 Mathematics Part 3	3–8 3–8	1 session—45–60 min. 1 session—45 min.
Day 5	Science Part 1 Science Part 2	4 and 8 4 and 8	1 session—45–60 min. 1 session—45–60 min.

Detailed information about how the five days of AIMS DPA testing are to be scheduled, the timing of the testing sessions and breaks between the testing sessions, and make-up testing is included in the *AIMS DPA Test Administration Manual*. Refer to that manual before developing the district-wide AIMS DPA testing schedule.

## AIMS HS Test Administration Schedule

AIMS HS must be administered on exactly the dates shown below. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians.

AIMS HS Test Administration Dates	Session(s)—Time
Writing Test—February 26, 2008	1 morning session—2–2½ hours
Reading Test—February 27, 2008	1 session—2 hours
Mathematics Test—April 8, 2008	2 sessions—90 min. ea.
Science Test—April 9, 2008	1 session—2 hours
AIMS HS Make-Up Test Administration Dates	Session(s)—Time
Writing Test—March 4, 2008	1 session—2–2½ hours
Reading Test—March 5, 2008	1 session—2 hours
Mathematics Test—April 15, 2008	2 sessions—90 min. ea.



There are new restrictions on the timing of the AIMS HS writing testing session. Detailed information about the AIMS HS testing schedule, the timing of the testing sessions and breaks between the testing sessions, and make-up testing is included in the *AIMS HS Test Administration Directions*.

Administering AIMS HS tests on dates other than those shown on the preceding page, without the written permission of the Assessment Section of the Arizona Department of Education, is a serious testing violation. Schools that will not be in session on one or more of the scheduled AIMS HS testing dates must request permission from the Assessment Section of the Arizona Department of Education to administer AIMS HS on alternate dates.

## **Students to Be Tested**

Students in Grades 3 through 8 are to participate in AIMS DPA testing in the content areas of writing, reading, and mathematics. In addition, students in Grades 4 and 8 will take an AIMS DPA science test.

High school students in Cohort 2010 are to participate in AIMS HS testing in the content areas of writing, reading, and mathematics. High school students in Cohorts 2009, 2008, or below may also participate in AIMS HS in these three content areas. Additionally, an AIMS HS science test will be taken by students in Cohorts 2010 and 2011 who are enrolled in a life science course that is aligned to Strands 1–4 of the Arizona Academic Content Standard for Science at the high school level.

Only students who qualify to test on the alternate assessment, AIMS-A, are exempt from AIMS DPA or AIMS HS testing. Refer to the *AIMS DPA Test Administration Directions* and the *AIMS HS Test Administration Directions* for more detailed explanations about which students are to be tested on the AIMS DPA and the AIMS HS tests.

Prior to testing, the District Test Coordinator, or designee(s), must create lists of students testing at each grade level of AIMS DPA and on each content area of AIMS HS. These lists must be shared with the appropriate Test Administrators and School Test Coordinator.

## **Private Placement and Voucher Placement Students**

Private placement and voucher placement schools will order their own test materials. As in the past, these schools will administer AIMS DPA and/or AIMS HS tests, as appropriate, to their students. Each student's used test book and answer document will be returned promptly to the student's district or charter operator of residence. Test materials from a private placement or voucher placement student are to be returned with the test materials for the student's home school within the district or charter.

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*Test Administrators and Proctors **must** be employees of the school.*

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*All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.*

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## Arrangements Prior to Test Administration

The District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each testing room. Test Administrators and Proctors **must** be employees of the school and must attend training in the correct procedures for administering the tests and handling the test materials.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the answers of others. All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

## Required Test Materials

Test materials will be provided to each district according to the enrollment information provided by the district. Each carton will be clearly marked and numbered in sequence "Box 1 of 5," "Box 2 of 5," etc. The packing list will be in Box 1. The materials will be packed by school for all districts/charter operators.

The District Test Coordinator will receive a box containing extra materials equivalent to 5% of the provided enrollment. Test Coordinators are to use these materials to cover any shortages at the schools. Do not distribute extra materials to schools or Test Administrators unless needed. If schools need more materials in addition to those supplied in the district overage box, District Test Coordinators should refer to page 12 in this document for ordering instructions.

## **AIMS DPA Test Materials Provided to the District**

**The following test materials will be distributed to each District Test Coordinator:**

- ☐ a packing list;
- ☐ AIMS DPA Writing, Reading, and Mathematics Test Books (Grades 3 through 8);
- ☐ AIMS DPA Science Test Books (Grades 4 and 8);
- ☐ AIMS DPA Writing, Reading, and Mathematics Answer Documents (Grades 4 through 8);
- ☐ AIMS DPA Science Answer Documents (Grades 4 and 8);
- ☐ AIMS DPA Writing Draft Booklets (Grade 3);
- ☐ *AIMS DPA Test Administration Directions*; and
- ☐ return stack cards and bands.

**Each District Test Coordinator will also receive a Test Coordinator's Kit, which contains:**

- ☐ a packing list;
- ☐ a cover letter;
- ☐ *AIMS DPA/HS Test Coordinator's Manuals* (one for the district/charter operator and one for each school);
- ☐ School/Group List(s);
- ☐ Group Information Sheet(s);
- ☐ orange return shipping labels for scorable AIMS DPA test materials;
- ☐ blue return shipping labels for scorable AIMS Science Answer Documents;
- ☐ green return shipping labels for nonscorable AIMS test materials;
- ☐ Materials Inventory Sheets and Materials Inventory Envelope;
- ☐ School/Group List Envelope;
- ☐ School/Group List box labels;
- ☐ student bar code labels;
- ☐ student bar code label instructions; and
- ☐ student bar code label Student Reference List.

## **AIMS HS Test Materials Provided to the District**

**The following test materials will be distributed to each District Test Coordinator:**

- ☐ a packing list;
- ☐ AIMS HS Writing Test Books;
- ☐ AIMS HS Reading Test Books;
- ☐ AIMS HS Mathematics Test Books;
- ☐ AIMS HS Science Test Books;
- ☐ AIMS HS Writing and Reading Answer Documents;
- ☐ AIMS HS Mathematics Answer Documents;
- ☐ AIMS HS Science Answer Documents;
- ☐ *AIMS HS Test Administration Directions*; and
- ☐ return stack cards and bands.

**Each District Test Coordinator will also receive a Test Coordinator's Kit, which contains:**

- ☐ a packing list;
- ☐ a cover letter;
- ☐ *AIMS DPA/HS Test Coordinator's Manuals* (one for the district/charter operator and one for each school);
- ☐ School/Group List(s);
- ☐ Group Information Sheet(s);
- ☐ yellow return shipping labels for scorable AIMS HS Answer Documents;
- ☐ blue return shipping labels for scorable AIMS Science Answer Documents;
- ☐ green return shipping labels for nonscorable AIMS test materials;
- ☐ Materials Inventory Sheets and Materials Inventory Envelope;
- ☐ School/Group List Envelope;
- ☐ School/Group List box labels;
- ☐ student bar code labels;
- ☐ student bar code label instructions; and
- ☐ student bar code label Student Reference List.

## Test Materials Provided by the Schools

The following materials are needed for each testing room and are to be provided by the schools:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a “Testing—Do Not Disturb” sign; and
- ☐ commercially published paper dictionaries and commercially published paper thesauri for use on the writing test **only**.

## Student Identification Information

District Test Coordinators are responsible for training School Test Coordinators and Test Administrators in the correct use of all student information fields on the test materials. Student identification information includes the following:

- ☐ the student identification fields on the front covers of the test books and answer documents;
- ☐ the student bar code labels on the front covers of the answer documents (Grade 3 test books);
- ☐ the demographic data grid on the back covers of the answer documents (Grade 3 test books); and
- ☐ the accommodations fields on the back covers or the inside front covers of the answer documents (Grade 3 test books).

The greatest amount of student identification information is included in the student bar code labels and the student demographic data grid. Detailed information on the correct use of both is included in the Pre-Test Workshop materials and in the *AIMS DPA Test Administration Directions* and the *AIMS HS Test Administration Directions*. Additional information on the correct use of the student bar code label is included with the Test Coordinator's Kit.

The script that is included in the *AIMS DPA Test Administration Directions* and the *AIMS HS Test Administration Directions* will direct students to complete the student identification fields on the front covers of the test books and answer documents and will direct the students to mark their test book form code on the inside front cover or the back of the answer documents. Test Administrators should confirm that these fields are completed before dismissing students from the testing session.

All Test Administrators should be familiar with the ADE-produced document, *Testing Accommodations: Guidelines for 2007–2008*. Students with disabilities and English language learners are eligible to receive certain standard accommodations. The accommodations information fields on the inside front cover or the back of the answer documents (Grade 3 test books) must be completed for any student who received a standard accommodation. Instructions for completing the testing accommodation information are included in the *AIMS DPA Test Administration Directions* and the *AIMS HS Test Administration Directions*.

There is one source of student information that is defined by the district. On the inside front cover of the answer documents (Grade 3 test books), there is a data box identified as *Other Information*. Columns A through H can be used at the district's/charter operator's discretion to collect additional student demographic information. Column I is reserved for use by the ADE. Only one bubble per column should be marked, as double marks are not recorded. The information coded in the *Other Information* data box will be included in the student data file CD but will not be included on any of the paper reports.

# **Procedures for Handling Test Materials**

## **Before Testing**

### **Receiving Test Materials**

Test materials and Test Coordinator's Kits for all schools will be shipped to District Test Coordinators. District Test Coordinators are responsible for distributing the appropriate materials to schools after inventorying them.

The shipments for AIMS HS Writing/Reading will arrive during the delivery window of February 4–8, 2008. The shipments for AIMS HS Mathematics/Science will arrive during the delivery window of either March 17–20, 2008, or March 24–27, 2008, depending on which window was selected during online ordering in December 2007.

The shipments for AIMS DPA will arrive during the delivery window of either March 17–20, 2008, or March 24–27, 2008, depending on which window was selected during online ordering in December 2007.

Materials will be shipped in dual-purpose, lavender boxes designed to be easily used for both receiving and shipping materials. Save these boxes for use in returning materials to CTB/McGraw-Hill.

### **Inventorying Test Materials**

District Test Coordinators should immediately inventory all test materials and Test Coordinator's Kits received using the following checklist.

- ☐ 1) Open Box 1. Examine the packing list to determine the total number of cartons in the entire shipment.
- ☐ 2) Count the total number of boxes received and compare it to the number of boxes shipped. If the total number of boxes indicated as shipped have not been received within the delivery window, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com).
- ☐ 3) Inventory the contents of the shipment. Record the actual amounts received on the materials inventory sheets.
- ☐ 4) Verify the materials received in the shipment against the packing list. Note any discrepancies on the packing list. Verify that precoded Group Information Sheets (GISs), precoded School/Group Lists (SGLs), and return shipping labels were sent for each school within the district or charter. Verify that a sufficient number of stack cards and paper bands were included in the shipment.

- 5) Compare the actual quantities received with the quantities needed. If additional testing materials (test books or answer documents) or additional shipping materials (GISs, SGLs, return shipping labels, stack cards, or paper bands) are needed, complete the Short/Add Request Form or contact the Arizona Help Desk at CTB/McGraw-Hill during the Short-add window. The Arizona Help Desk can be reached by phone at 1-888-630-9145 or by email at ArizonaHelpDesk@ctb.com. Short-add orders for testing materials are placed as a district order, not as a school order, and must be placed **no later than 5:00 P.M. MST on February 15, 2008, for AIMS HS Writing/Reading; no later than 5:00 P.M. on April 1, 2008, for AIMS HS Mathematics/Science; and no later than 5:00 P.M. on April 1, 2008, for AIMS DPA.** Do not wait until the last minute to place a Short-add order. Order as early in the Short-add window as possible.
- 6) Distribute the manuals, test books, answer documents, bar code labels, bar code Student Reference Lists, precoded Group Information Sheets and School/Group Lists forms, stack cards, and paper bands to the School Test Coordinator.
- 7) Maintain an accurate inventory of materials distributed to schools and materials retained at the district.

## During Testing

### Precautions

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*Do not allow students to make any marks outside of the boxed area in the upper right-hand corner of the answer document front covers or the Grade 3 test book front covers. Front covers that have pencil, pen, or highlighter marks outside of the boxed area cannot be machine-scored.*

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- Do not use any test books or answer documents other than those that correspond to the Spring 2008 administration of AIMS DPA and AIMS HS. Documents from other testing programs or from previous AIMS DPA or AIMS HS test administrations will not be scored.
- Do not photocopy the test books, the answer documents, or the writing draft booklets.
- Do not disassemble or pull pages from the answer documents or the Grade 3 test books.
- Do not allow students to make any marks outside of the boxed area in the upper right-hand corner of the answer document front covers or the Grade 3 test book front covers. Front covers that have pencil, pen, or highlighter marks outside of the boxed area cannot be machine-scored.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the answer documents or the Grade 3 test books.
- Do not insert loose papers into the answer documents or the Grade 3 test books.



- Do not tape or glue additional paper into the answer documents or the Grade 3 test books.
- Do not allow students to use extra paper to write their responses for the writing test. Only responses handwritten in pencil on the pages designated "Final Copy" will be scored.
- Do not allow students to use correction fluid on the answer documents or the Grade 3 test books. If an error is made in filling in a bubble or in the final response to the writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to multiple-choice questions or to the writing prompt.

## After Testing

### Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the test books and answer documents as directed in the *AIMS DPA Test Administration Directions* and in the *AIMS HS Test Administration Directions*. Answer documents and test books must be stacked separately with front covers facing up.

### Assembling Scorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

- ☐ For each school, organize the scorable test materials by testing program: AIMS DPA, AIMS HS, AIMS Science, any *TerraNova*. The scorables from each of these testing programs must be assembled and boxed separately. **If scorables from multiple testing programs are assembled or boxed together, then the entire box will be processed as late receipts, which will result in late student test reports and no school or district reports.**
- ☐ Make sure that test materials that have been contaminated with blood, vomit, or other bodily fluids are not returned to CTB/McGraw-Hill. Student responses must be transferred to clean documents. Securely destroy the test books appropriately by following requirements for disposing of hazardous materials. Note the destroyed test materials on the School Materials Inventory Sheet with an indication that the books were contaminated and destroyed. **If contaminated books are returned to CTB/McGraw-Hill, they will not be scored and will be securely destroyed.**

**Arizona's Instrument to Measure Standards (AIMS)**  
**School Materials Inventory Sheet**

Complete this form and place it at the top of the first scorable box.

Please provide the total number of Test Books and Answer Documents for each column. Please X out the columns that are not applicable.

	Writing Test Books	Reading Test Books	Mathematics Test Books	Answer Documents
Received				
Distributed to Schools				
Contaminated - Securely Destroyed				
Non-scorable - Returned				
Scorable - Returned	X	X	X	

I certify that: No test books were reproduced and all test books and answer documents that have been turned in by district/site operators have been accounted for and returned to CTB/McGraw-Hill.

School Name \_\_\_\_\_ School Entry Number \_\_\_\_\_

School Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Figure 1: Sample School Materials Inventory Sheet

- ☐ Next, organize the answer documents (Grade 3 test books) by grade for AIMS DPA or by cohort for AIMS HS. Then, organize by class/group within the grade or cohort. It is helpful, but not necessary, to alphabetize

the answer documents (Grade 3 test books). Select a precoded Group Information Sheet (GIS) with the correct school and grade or cohort. For every group, complete the Group Information Sheet as directed in the section "Completing Group Information Sheets" on pages 18 and 19 of this manual.

- ☐ Place the completed GIS on top of the stack of answer documents (Grade 3 test books) for the group. Complete a stack card. Place the stack card on top of the GIS. Bind the stack of documents with paper bands. Wrap one band around the stack horizontally and one band vertically. Be sure the bands hold the documents securely.

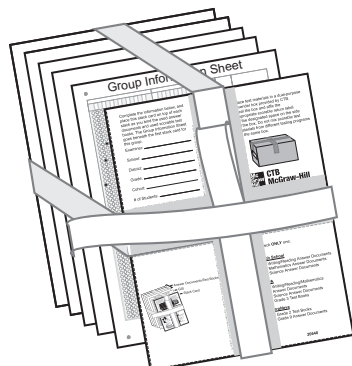


Figure 2: Organizing Answer Documents (Grade 3 Test Books)

A large group may be divided into two or more stacks so that each stack can be wrapped securely. Each stack should be no more than three inches thick. Complete as many stack cards as needed for the large group. Label each stack card "1 of X," "2 of X," etc., as appropriate. However, only one GIS is needed per group regardless of the number of stacks. The GIS should be placed under the stack card labeled "1 of X." Bind the stacks with paper bands as directed above.

A small group must still have its own GIS and its own stack card. Do not combine multiple groups, regardless of how small, under the same GIS or the same stack card. Do not bind multiple groups together.

- ☐ For each school, complete a School/Group List (SGL) as directed in the section "Completing School Group Lists" on pages 20 and 21 of this manual. School Test Coordinators should keep photocopies of all completed SGLs.
- ☐ Organize answer documents (Grade 3 test books) by group in the return shipping boxes in the same order that they are listed on the School/Group List. (The first teacher or group should be at the top of the first box.)
- ☐ Calculate the total number of used answer documents (Grade 3 test books) and note it on the School Materials Inventory Sheet. Retain the School Materials Inventory Sheet for use during the nonscorable materials inventory.

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*Only one GIS is needed per group regardless of the number of stacks.*

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- Place all School/Group Lists for a school in the envelope titled “School/Group Lists.”

Figure 3: Sample School/Group Lists Envelope

- Place the envelope at the top of the school’s first scorable box, and affix a “School/Group Lists” label on the side of the box **above** the space designated for the return label.

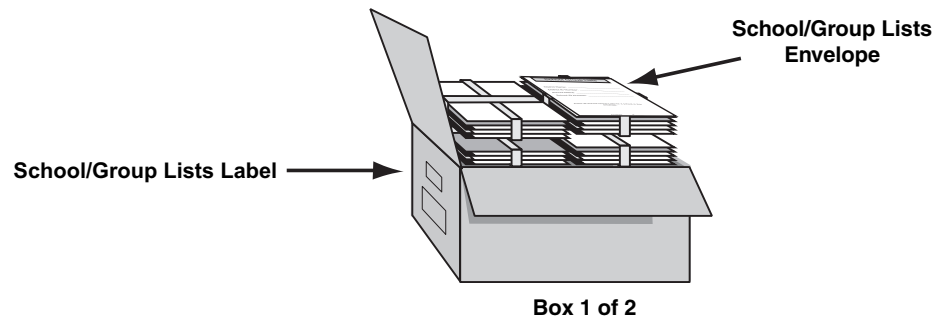


Figure 4: Packing Scorable Test Materials for Return to CTB/McGraw-Hill

- Affix a precoded return label in the designated space on the side of each box of scorable test materials. For AIMS DPA, use an **orange** scorable return label (see Figure 5). For AIMS HS, use a **yellow** scorable return label (see Figure 6). For AIMS Science, use a **blue** scorable return label (see Figure 7). Be certain the label is coded with the correct school and district. After all of the school’s scorable boxes have been packed, add the box count in the “School: Box \_\_\_\_ of \_\_\_\_” portion of the label. Number AIMS DPA, AIMS HS, and AIMS Science scorable boxes separately.


S	ARIZONA AIMS DPA		AZ
	Scorable Materials SPRING 2008		
From:		DIST # 0123	
DIST: District Name		SCH: School Name	
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		SCH # 4567	
Dist: Box ____ of ____ School: Box ____ of ____			
CTB USE ONLY - DO NOT COVER THIS LABEL			
			
13O-M012133001-0123-4567-0003			

Figure 5: Orange Return Label for Scorable AIMS DPA Test Materials


S	ARIZONA AIMS HS		AZ
	Scorable Materials SPRING 2008		
From:		DIST # 0123	
DIST: District Name		SCH: School Name	
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		SCH # 4567	
Dist: Box ____ of ____ School: Box ____ of ____			
CTB USE ONLY - DO NOT COVER THIS LABEL			
			
13Y-M012133001-0123-4567-0003			

Figure 6: Yellow Return Label for Scorable AIMS HS Answer Documents


S	ARIZONA AIMS SCIENCE		AZ
	SPRING 2008 Scorable Materials		
From:		DIST # 70707	
DIST: BASIC DISTRICT		SCH: School Name	
To: CTB/McGraw-Hill Site: 1 Ph: (888) 630-9145		SCH #	
Dist: Box ____ of ____ School: Box ____ of ____			
CTB USE ONLY - DO NOT COVER THIS LABEL			
			
31S-M012257002-70707-00003			

Figure 7: Blue Return Label for Scorable AIMS Science Answer Documents

Each different-colored return label indicates a different testing program. Regardless of how few scorable items may exist for a particular testing program, **do not mix scorable items from different testing programs in the same box**. Also, **do not mix scorable and nonscorable materials in the same box**. No box of scorable materials should ever have two or more different-colored return labels.

- ☐ If the previous steps were completed at the school rather than at the district, send the school's scorable boxes to the District Test Coordinator. Do not seal the boxes.
- ☐ Verify that each school's scorables have been assembled correctly and that each GIS is listed on the appropriate SGL. District Test Coordinators should keep a photocopy of every SGL.
- ☐ Fill any empty spaces in the scorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes and fill in any missing school information on the return labels.
- ☐ Renumber the district's entire set of **AIMS DPA** scorable boxes. Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc., in the "Dist: Box \_\_\_\_ of \_\_\_\_" section of the **orange scorable** return label.

- ☐ Renumber the district's entire set of **AIMS HS** scorable boxes. Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc., in the "Dist: Box \_\_\_\_ of \_\_\_\_" section of the **yellow scorable** return label.
- ☐ Renumber the district's entire set of **AIMS Science** scorable boxes. Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc., in the "Dist: Box \_\_\_\_ of \_\_\_\_" section of the **blue scorable** return label.

## Completing Group Information Sheets

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*If information on a precoded GIS is incorrect, do not alter it. Instead, fill out all pertinent information on a blank GIS.*

---

Precoded and blank Group Information Sheets (GISs) have been provided in the Test Coordinator's Kits. **If information on a precoded GIS is incorrect, do not alter it. Instead, fill out all pertinent information on a blank GIS.** The blank GIS provided in the District Test Coordinator's Kit will have columns A–B prefilled with the county number and columns C–G prefilled with the district number. The five-digit school number will need to be bubbled in columns H–L. For high school, the cohort will need to be bubbled in column N.

GISs are scannable documents; **photocopies are not acceptable for the scoring center's use.** If additional sheets are needed, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com) during the Short-add window.

The Group Information Sheet provides data that appears on the test reports. Each group of completed answer documents (Grade 3 test books) may include students from only one grade (AIMS DPA) or only one cohort (AIMS HS). Science answer documents must be grouped under separate GISs by grade (for Grade 4 and Grade 8) or by cohort (for high school). Using the directions in Figure 8A, complete one GIS for each group. Some information has been precoded. Please review both precoded and hand-entered information.

For AIMS HS (including HS science), the GISs are coded by cohort. Cohort information is listed next to the Organization Name in the lower right corner of the GIS, and a specific bubble appropriate to the cohort is coded in Special Codes column N. A "cohort" generally corresponds to a grade level (Cohort 2011 = Grade 9; Cohort 2010 = Grade 10; Cohort 2009 = Grade 11; Cohort 2008 = Grade 12; Cohort 2007 and below = Grade 12).

For the purposes of returning AIMS HS answer documents, select a GIS according to cohort **only**. If not precoded, complete all fields on the GIS as directed on page 19. Correctly coding the cohort in Special Codes column N is especially important.

The cohort on paper reports is determined by the cohort on the GIS, not by the cohort on the student's bar code label or by the cohort bubble on the student's answer document. It is important that the students' answer documents are placed under a GIS with a correctly coded cohort that corresponds to the students' cohort.

1 TEACHER NAME	The name of the group must be printed in the boxes in the teacher name section. Under each box, the bubble with the same letter must be filled in. Do not give each group the same name. Names such as Sophomores, Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names cannot be used.
2 SCHOOL NAME	The school name should have been precoded. If not, the school name must be printed in the boxes and the corresponding bubbles filled in. The school names on the SGL and GIS must match exactly. The name provided on the SGL is the official CTB/McGraw-Hill school name.
3 NUMBER STUDENTS TESTING	The total number of student <b>answer documents</b> (Grade 3 test books) returned for scoring, and grouped with the GIS, must be printed in the boxes and the corresponding bubbles filled in. A GIS is completed for each grade (AIMS DPA) or cohort (AIMS HS). Prefill this number with zeros (example 005 = 5 students).
4 GRADE	The grade should have been precoded. If not, fill in the bubble for appropriate grade level for the group. The GIS must represent only one grade group.
5 SPECIAL CODES	This section has been precoded with the county, district, school, and school/cohort identification numbers. If using a blank GIS provided in the District Test Coordinator's Kit, columns A–B will be prefilled with the county number and columns C–G with the district number. <b>The five-digit school number must be bubbled in columns H–L.</b> For high school, refer to page 18 to determine the value to bubble for cohort in column N.
6 ORGANIZATION NAME	This information has been precoded. For AIMS HS, this section also specifies cohort information.
7 DISTRICT NAME, SO#	This information has been precoded.

Figure 8A: Completing Group Information Sheets (GISs)

**Group Information Sheet**

**1 TEACHER NAME**

**2 SCHOOL NAME**

**3 Number Students Testing**

**4 GRADE**

**5 SPECIAL CODES**

**6 ORGANIZATION NAME**

**7 DISTRICT NAME, SO#**

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*If using a blank GIS, be certain to correctly code all information, especially the Special Codes section.*

Figure 8B: Sample Group Information Sheet (GIS)

## Completing School/Group Lists

The School/Group List (SGL) contains information that the scoring center uses to verify that the District Test Coordinator's entire return shipment of scorable materials has been received.

The School Test Coordinator should fill out each SGL as indicated below. Every Group Information Sheet from the school must have only one entry on the SGL. Ensure that the SGL information has been completed correctly and that the SGL has been placed in its envelope on top of the return materials in School Box 1.

Only information from schools identified by CTB/McGraw-Hill as valid entities and precoded on the SGLs should be reported on these forms. See page 5 in this document for information regarding private placement students and voucher placement students.

1 Test Name(s)	The test name appears in the title block.
2 District Name	The district name is precoded.
3 School Name	The school name is precoded.
4 District Number School/Institution Number	The district and school codes are precoded.
5 Contact Person Email Address Phone Number	Print the name, email address, and phone number of the individual who should be contacted at the district in the event that CTB/McGraw-Hill has questions concerning the materials returned for processing.
6 Teacher Name and Grade/Cohort	Print the teacher's name and the grade (AIMS DPA or Grades 4 and 8 science) or cohort (AIMS HS or HS science). These should exactly match the information coded on the corresponding Group Information Sheet(s).
7 Number of Students Tested	Print the number of student answer documents (Grade 3 test books) that are returned for scoring for each group. This number should match the total number for each group on the corresponding Group Information Sheet(s).
8 CTB Use	Do not write in this area.
9 Comments	Use as needed; however, there is no need to specify Special Education or Accommodation, Braille, or Large Print groups.
10 Organization Number Organization Name Testing Program District Name, SO#, CO#	Do not write in this area.

Figure 9A: Completing School/Group Lists (SGLs)



[illegible]

# SCHOOL/GROUP LIST

## **1 Arizona AIMS HIGH SCHOOL-CONTENT AREA**

District Name: **2** \_\_\_\_\_ District Number: **4** **12345**

School Name: **3** \_\_\_\_\_ School Number: **6** **56789**

**5** Contact Person: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**GENERAL INSTRUCTIONS:** Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.

The School/Group list is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

**TO BE FILLED OUT BY SCHOOL**

<b>8</b>	Teacher Name	Cohort	Number Tested	CTB Use	Comments
<b>CTB Use</b>	Please spell out teacher name exactly as bubbled on the Group Information Sheet	2008 and Below, 2009 or 2010		Did Not Receive	

**10** Organization Number: M001234    SOW: 60123    Testing Program: 001  
 Organization Name: **Arizona AIMS HS SP2008**    District Name: DISTRICT ONE

CO #: 00

**McGraw-Hill**

Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTBMcGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy officer at privacyofficer@ctb.com or call 831.393.6207. If you would like more information on The McGraw-Hill Companies Customer Privacy Policy, please visit <http://www.mcgraw-hill.com/privacy.html>.


[illegible]

## Assembling Nonscorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

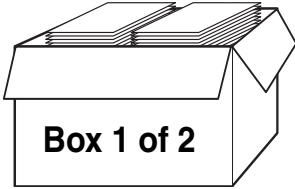
- ☐ Organize the nonscorable test materials by document type:
  - unused Grade 3 Test Books;
  - used and unused Grade 3 Writing Draft Booklets;
  - used and unused Grades 4 through 8 Reading/Writing/Mathematics Test Books;
  - used and unused Grades 4 and 8 Science Test Books;
  - unused Grades 4 through 8 Reading/Writing/Mathematics Answer Documents;
  - unused Grades 4 and 8 Science Answer Documents;
  - AIMS DPA Test Administration Directions;*
  - used and unused HS Writing Test Books;
  - used and unused HS Reading Test Books;
  - used and unused HS Mathematics Test Books;
  - used and unused HS Science Test Books;
  - unused HS Writing/Reading Answer Documents;
  - unused HS Mathematics Answer Documents;
  - unused HS Science Answer Documents;
  - AIMS HS Test Administration Directions;*
  - AIMS DPA/HS Test Coordinator's Manuals;* and
  - all unused student bar code labels.
- ☐ Count the number of each type of document and note it on the School Materials Inventory Sheet.
- ☐ Place all nonscorable materials, including the unused student bar code labels, in boxes separate from those containing the scorable test materials. Place the Test Coordinator's Manuals and the Test Administration Directions in the first box of nonscorable materials. Place the completed School Materials Inventory Sheet at the top of the first box of nonscorable materials.

- ☐ Affix a precoded, green nonscorable return label in the designated space on the side of each box. After all of the nonscorable boxes have been packed, add the box count for the nonscorable materials from the school in the "School: Box \_\_\_ of \_\_\_" portion of the label. (See Figure 10.)

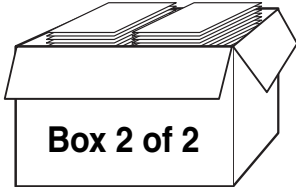
<b>U</b>	<b>ARIZONA AIMS</b> <b>NONSCORABLE MATERIALS</b> <b>SPRING 2008</b>	<b>AZ</b>
From: DIST: <b>District Name</b> <span style="float: right;">DIST # <b>0123</b></span> SCH: <b>School Name</b> <span style="float: right;">SCH # <b>4567</b></span>		
To: CTB/McGraw-Hill    Site: 3    Ph: (888) 630-9145		
Dist: Box ___ of ___    School: Box ___ of ___		
<b>CTB USE ONLY - DO NOT COVER THIS LABEL</b>		
 13G-M012133001-0123-4567-0003		

*Figure 10: Green Return Label for Nonscorable AIMS Test Materials*

- **Unused Grade 3 Test Books**
- **Used and unused Grade 3 Writing Draft Booklets**
- **Used and unused Grades 4–8 and HS Test Books**
- **Unused Grades 4–8 and HS Answer Documents**
- **Unused student bar code labels**
- **Test Coordinator's Manual**
- **Test Administration Directions**
- **Materials Inventory Envelope (place at the top of Box 1)**




**Box 1 of 2**



**Box 2 of 2**

**Green Return Labels**



(All AIMS nonscorable test materials)

*Figure 11: Packing Nonscorable Test Materials for Return to CTB/McGraw-Hill*

- ☐ If the previous steps were completed at the school rather than at the district, send the school's nonscorable boxes to the District Test Coordinator. Do not seal the boxes.

- Validate the number of documents returned using the School Materials Inventory Sheet from each school and the original materials packing list. Make adjustments as necessary and note any missing materials. Fill out the District/Charter Operator Materials Inventory Sheet.

**Arizona's Instrument to Measure Standards (AIMS)**

**District/Charter Operator Materials Inventory Sheet**

Complete this form and place it along with the school Materials Inventory Sheets in the provided envelope labeled "Materials Inventory". If the envelope is missing the pre-coded label, write your district name and number at the top of the envelope. If you are missing the Materials Inventory Envelope, use a 12" x 14" envelope. Write "Materials Inventory" in the center and write your district name and number at the top of the envelope. Place the envelope at the top of the first scorable box.

Please provide the total number of Test Books and Answer Documents for each column. Please X out the columns that are not applicable.

	Writing Test Books	Reading Test Books	Mathematics Test Books	Answer Documents
Received				
Distributed to Schools				
Contaminated - Securely Destroyed				
Nonscorable - Returned				
Scorable - Returned	X	X	X	

I certify that: No test books were reproduced and all test books and answer documents that have been issued to my district/charter operator have been accounted for and returned to CTB McGraw-Hill.

District/Charter Operator Name \_\_\_\_\_ District Entity Number \_\_\_\_\_

District/Charter Operator Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Figure 12: Sample District/Charter Operator Materials Inventory Sheet

- Assemble all of the Materials Inventory Sheets and place them in the Materials Inventory Envelope. Place the Materials Inventory Envelope at the top of the first district box of nonscorable materials.
- Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes and fill in any missing school information on the return labels.
- Renumber the district's entire set of **nonscorable** boxes. Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc., in the "Dist: Box \_\_\_\_ of \_\_\_\_" section of the **green nonscorable** return label.

## Returning Materials to CTB/McGraw-Hill

CEVA (formerly Eagle Global Logistics) will be your return freight carrier. Refer to the schedule provided at the Pre-Test Workshop to determine the date of each CEVA pickup for your district/charter operator. There will be multiple CEVA pickups. Each label color will be assigned to a pickup date. Return to CEVA only the designated label color(s) for each pickup.

CEVA is unable to schedule pickups at specific times on the designated pickup dates. If a site does not have its materials ready for return when the CEVA driver arrives on the scheduled date, the site will be required to pay for a second CEVA pickup.

All CEVA drivers will arrive with preprinted bills of lading and will identify themselves as CEVA representatives working on behalf of CTB/McGraw-Hill. The District Test Coordinator or a designated person at each pickup site must enter the box counts on the shipping documents and sign them.

Before the driver arrives, check the boxes to ensure the following:

- ☐ An **ORANGE** return label has been completed and affixed in the designated space on the side of each box containing AIMS DPA **scorable** materials.
- ☐ A **YELLOW** return label has been completed and affixed in the designated space on the side of each box containing AIMS HS **scorable** materials.
- ☐ A **BLUE** return label has been completed and affixed in the designated space on the side of each box containing AIMS Science **scorable** materials.
- ☐ A **GREEN** return label has been completed and affixed in the designated space on the side of each box containing AIMS **nonscorable** materials.
- ☐ Verify the total number of boxes for each label color. Have these numbers ready for the driver.

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*CEVA (formerly Eagle Global Logistics) will be your return freight carrier. Refer to the schedule provided at the Pre-Test Workshop to determine the date of each CEVA pickup for your district/charter operator. There will be multiple CEVA pickups. Each label color will be assigned to a pickup date. Return to CEVA only the designated label color(s) for each pickup.*

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*CEVA is unable to schedule pickups at specific times on the designated pickup dates. If a site does not have its materials ready for return when the CEVA driver arrives on the scheduled date, the site will be required to pay for a second CEVA pickup.*

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## Test Security

The following is State Board Rule R7-2-310.B, C, and D concerning test security.

- B. The superintendent or head of district shall be responsible for:
  - 1. Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.
  - 2. Verifying the count of test materials received and distributing the test materials to each school in the district.
  - 3. Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.
  - 4. Advising all district employees that the test materials are not to be reproduced in any manner.
  - 5. Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.
  - 6. Distributing actual test materials to persons administering the tests on the day of testing.
  - 7. Training persons administering the tests on how to properly complete the identification information on the test book and answer document and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.
  - 8. Properly packaging all test books and answer documents which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or the Department of Education.
  - 9. Forwarding all test books and answer documents to be scored to the scoring contractor per instructions. Test books/answer documents for the entire district should be forwarded in one shipment.
  - 10. Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.  
**Note: No AIMS materials are reusable. All AIMS test materials, including the manuals, MUST be returned to the CTB/McGraw-Hill Scoring Center after testing is complete.**
  - 11. Immediately reporting to the Department of Education any losses of test materials or other irregularities.

12. The superintendent or head of district may designate a testing coordinator to act on his behalf.
- C. Persons designated by the superintendent or head of district to administer the test shall:
  1. Keep all test materials in locked storage.
  2. Not reproduce any test materials in any manner.
  3. Not disclose any actual test items to pupils prior to testing.
  4. Not provide answers of any test items to any pupils.
  5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.
  6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
  7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
  8. Not change a pupil's answer.
  9. Return all test materials to the superintendent or head of district immediately upon completion of testing.
- D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

It is important to keep in mind that any breach of security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the principal, district or charter school Test Coordinator, and the state-level Test Coordinator. Depending on the severity of the breach, it may result in disciplinary action including, but not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or certificate revocation.

**AIMS test books carry the copyright of the Arizona Department of Education and may NOT be photocopied or reproduced for any reason. Photocopying or reproducing any AIMS test materials is a violation of test security and may result in disciplinary action.**

## **Test Security Agreement**

**All school/district/charter operator personnel who will have access to the AIMS test materials must sign a test security agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operator Administrators. Refer to section 1c of this agreement for information on who will maintain the signed copies of this agreement.**

**A new AIMS Test Security Agreement must be completed by all appropriate personnel for every administration of AIMS. A copy of the Spring 2008 Test Security Agreement was included in the Pre-Test Workshop materials and can also be found on the ADE Test Coordinator Web page.**

**One copy of the AIMS Test Security Agreement is to be signed by the Superintendent or Charter Representative and faxed to ADE no later than February 1, 2008.**

Agreements signed by the Superintendent or Charter Representative should be faxed to the attention of:

**Mary Pat Wood  
State Test Coordinator  
Arizona Department of Education  
Assessment Section  
Fax: (602) 542-5467**

## **Contact Information**

Questions regarding the **administration** of AIMS should be directed to:

**Mary Pat Wood  
State Test Coordinator  
Phone: (602) 542-5345  
Email: MaryPat.Wood@azed.gov**

Questions regarding **materials** for AIMS should be directed to:

**Arizona Help Desk at CTB/McGraw-Hill  
Phone: 1-888-630-9145  
Email: ArizonaHelpDesk@ctb.com**

Questions regarding **pickup of materials** for AIMS should be directed to:

**CEVA  
1-800-470-0755\***

**\*When contacting CEVA, specify that you are calling about the CTB pickup for the Arizona AIMS program.**



## NOTES

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**NOTES**

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## NOTES

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**NOTES**

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# Checklist for Packing and Shipping Test Materials

## Scorable Test Materials

- ☐ Group the answer documents (Grade 3 test books) by grade for AIMS DPA or by cohort for AIMS HS, then by class/group.
- ☐ Place a completed GIS and stack card on top of each stack of answer documents (Grade 3 test books). Bind each stack with two paper bands, one horizontally and one vertically.
- ☐ Record the number of used answer documents (Grade 3 test books) on the School Materials Inventory Sheet. Retain this sheet.
- ☐ Complete an SGL for each school. Place the SGL(s) in the envelope entitled "School/Group Lists."
- ☐ Place the answer documents (Grade 3 test books) in the return shipping boxes in the same order that they are listed on the SGL.
- ☐ Place the "School/Group Lists" envelope at the top of the first box of scorable test materials. Affix a "School/Group Lists" label on the side of the box.
- ☐ Affix an **orange scorable return label** on the side of each box of AIMS DPA scorable test materials. Mark the number of each AIMS DPA scorable box on each orange return label.
- ☐ Affix a **yellow scorable return label** on the side of each box of AIMS HS scorable test materials. Mark the number of each AIMS HS scorable box on each yellow return label.
- ☐ Affix a **blue scorable return label** on the side of each box of AIMS Science scorable test materials. Mark the number of each AIMS Science scorable box on each blue return label. **Do not mix scorable test materials from AIMS HS, AIMS DPA, and AIMS Science in the same box.**
- ☐ If the previous steps were completed at the school, send the school's boxes of scorable test materials to the District Test Coordinator. Do not seal the boxes.
- ☐ Fill any space in the boxes of scorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.
- ☐ Number the district's entire set of boxes of scorable test materials.
- ☐ Make sure the boxes are ready for shipping on the scheduled pickup date.

## **Nonscorable Test Materials**

- ☐ Organize all nonscorable test materials by document type.
- ☐ Record the number of each document type on the School Materials Inventory Sheet.
- ☐ Place all nonscorable test materials in boxes separate from those used for the scorable test materials. Place the Test Coordinator's Manuals and the Test Administration Directions in the first box of nonscorable test materials.
- ☐ Place the School Materials Inventory Sheet at the top of the first box of nonscorable test materials.
- ☐ Affix a **green nonscorable return label** on the side of each box. Mark the number of each nonscorable box on each green return label.
- ☐ If the previous steps were completed at the school, send the school's boxes of nonscorable test materials to the District Test Coordinator. Do not seal the boxes.
- ☐ Validate the number of documents returned using the School Materials Inventory Sheet from each school and the original materials packing list.
- ☐ Complete the District/Charter Operator Materials Inventory Sheet.
- ☐ Place all the Materials Inventory Sheets in the Materials Inventory Envelope. Place the envelope at the top of the first box of nonscorable test materials.
- ☐ Fill any space in the boxes of nonscorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.
- ☐ Number the district's entire set of boxes of nonscorable test materials.
- ☐ Make sure the boxes are ready for shipping on the scheduled pickup date.

## Important Dates for Spring 2008 Testing

Events	AIMS HS Writing/Reading	AIMS HS Mathematics/Science	AIMS DPA Writing/Reading/Math Grades 4 and 8 Science
Order test materials using the CTB/McGraw-Hill online ordering Web site at <a href="http://www.ctb.com/aims">www.ctb.com/aims</a>	December 3–19, 2007	December 3–19, 2007	December 3–19, 2007
Revise test materials order using the CTB/McGraw-Hill online ordering Web site at <a href="http://www.ctb.com/aims">www.ctb.com/aims</a>	_____	January 16–29, 2008	January 16–29, 2008
Attend a Spring 2008 Pre-Test Workshop; register online at <a href="http://www.azed.gov">www.azed.gov</a>	January 14–28, 2008	January 14–28, 2008	January 14–28, 2008
Data Extract from SAIS for Student Bar Code Labels	January 22, 2008	February 12, 2008	February 12, 2008
Test materials and Test Coordinator's Kits delivered to districts	February 4–8, 2008 (student bar code labels February 19–20, 2008)	March 17–20, 2008, or March 24–27, 2008	March 17–20, 2008, or March 24–27, 2008
Short-add window for additional materials requests (tests materials and Test Coordinator's Kit)	February 11–15, 2008 Orders must be received by 5:00 P.M. MST on February 15	March 27–April 1, 2008 Orders must be received by 5:00 P.M. MST on April 1	March 27–April 1, 2008 Orders must be received by 5:00 P.M. MST on April 1
Test administration dates	HS Writing—February 26 HS Reading—February 27	HS Mathematics—April 8 HS Science—April 9	April 7–18, 2008
Short-add window for make-up test materials	February 27–28, 2008 Orders must be received by 10:00 A.M. MST on February 28	April 9–10, 2008 Orders must be received by 10:00 A.M. MST on April 10	_____
HS make-up test administration dates	HS Writing—March 4 HS Reading—March 5	HS Mathematics—April 15 HS Science—no make-up	_____
CEVA pickup of <b>scorable</b> test materials for return to CTB/McGraw-Hill	March 6–11, 2008 (some larger districts will have different pickup dates)	HS Mathematics—April 17–21 (some larger districts will have different pickup dates) HS Science—April 22–25	April 22–25, 2008
CEVA pickup of <b>nonscorable</b> test materials for return to CTB/McGraw-Hill	March 6–11, 2008	April 28–May 2, 2008	April 28–May 2, 2008
Score reports due in district	April 16–18, 2008	HS Mathematics—May 30 (results for graduating students due by May 15) HS Science—August 15	DPA Reading/Writing/Mathematics—June 6 DPA Science—August 15
Last day to report missing score reports to CTB/McGraw-Hill	May 23, 2008	HS Mathematics—July 3 HS Science—September 19	DPA Reading/Writing/Mathematics—July 11 DPA Science—September 19

*Figure 13: Important Dates for Spring 2008 Testing*

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